

February, 2003

Missouri DECA CDC

Registration Information

Materials Required

All delegates to the State DECA CDC must qualify through participation at the District CDC. A student may participate in only one competitive event at the State CDC. Chapter advisors must submit their registration materials to the district Competitive Events Director. Materials required by your Competitive Events Director are:

1. Chapter Registration Summary
2. Chapter Registration and Rooming Form
3. Check or purchase order for amount due
4. Competitive events which must be registered prior to the conference
5. Statement of Assurance Form if not previously submitted to the State Advisor
6. Agreement to Supervise, if required

When completing the Chapter Registration and Rooming form be sure to spell names correctly, and if not typed, that the names are legible. Check the names against the names on your roster to insure that they are spelled the same, use the same nickname, etc. The name you submit on registration must be the same as on your membership roster. If the student is on a second semester additions roster, put an A after their roster number. Use the event abbreviations on the enclosed list on the form.

All registration, changes, rooming assignments and other special problems must be handled through your district Competitive Events Director. Room assignments and arrival times for each district have been set. **No district will be registered until all chapter advisors from the district are present.** Do not come early. Your rooms will not be ready.

Registration Costs

Registration amounts: includes 2 nights lodging, 4 meals, conference materials, entertainment, and facilities at the Lodge:



STATE CAREER DEVELOPMENT
CONFERENCE
MARCH 16-18, 2003
LODGE OF FOUR SEASONS
800/843-5253

Students, state

supported chapters* \$132

Students non-supported

chapters \$171

Adults, single room \$297

Adults, double room \$213

State Officers, State Officer

Advisors, Leadership Academy
Directors no charge

*State supported chapters have participated in state approved fund raising projects and met the minimum criteria for approval. A list of supported chapters is included in this mailing. All students from state supported chapters may register at the reduced registration rate for supported chapters. The deadline for being on record as state supported for the State CDC is February 7.

If you have questions concerning your chapter's eligibility for support, please call immediately. List state officers and state

officer advisors in a separate room on the Chapter Registration and Rooming form.

The number of delegates from District CDC to State CDC, and from State CDC to International CDC is determined by a quota system. A list of eligible delegates according to these quotas is included with this letter.

Written Events Registration

The following entries must be registered with the State Association by your district Competitive Events Director. Check with your Competitive Events Director for the deadline in your district. Only one copy of each event is required.

International Marketing
Marketing Research Events
Chapter Team Events Entrepreneurship
Written
E-Commerce Business Plan
Chapter Activities
Rookie Chapter Activities

Your District Competitive Events Director registers the following during the registration meeting at the Lodge on March 16: *Entrepreneurship Participating Advertising Campaign*

Fashion Merchandise Promotion Plan.

Only one copy must be submitted. Students should retain a copy for use during the presentation.

All written events must be submitted in an official DECA Written Events Portfolio. Be sure that the *Written Event Entry Statement of Assurances* form (found in the *DECA Guide*) is included with all events for which it is required. Check the event guidelines Checklist Standards to see if the project requires it. Projects will be assessed 15 penalty points if this form is missing. All written entries must have a label on the upper right corner of the front cover with school name, DECA district number, and event abbreviation.

A chapter's conference delegation must meet the adult to student ratio established by the conference. At the State CDC that ratio is one adult for every 10 students, or any fraction thereof. Adults must be employees of the chapter's school district

or chapter advisors who have submitted an *Agreement to Supervise* form with the appropriate signatures. Each advisor must have in their possession the *Comprehensive Consent* form for each student they are supervising at the conference.

School administrators and counselors are welcome to attend all or part of the State DECA CDC. Be sure to include them on the registration form. If you need lodging and/or meals for a bus driver be sure to show that person on your registration.

It is your responsibility as a chapter advisor to insure that all district CDC competitors are State and International DECA members. Please take a few minutes prior to your district conference to insure that your membership rosters are correct. No additions may be made to your roster after your district conference.

Full refunds will be granted for requests received in writing prior to March 8. No refunds will be given after that date, however competitive event directors may substitute competitors until March 13.

Conference Program

A tentative copy of the conference agenda is enclosed. Delegates are required to wear professional dress at the Sunday buffet, opening session, during competition, and at the awards session. If a student's current wardrobe does not include the appropriate attire, they should make arrangements to procure the proper clothes, or not plan to attend the State DECA CDC. Students not appropriately attired should expect to be asked by any advisor to return to their room, put on the appropriate attire, and return to the session. Please help your students to enjoy the conference by working with them to plan and bring the appropriate attire.

International DECA CDC

We will travel as a state delegation to the International Career Development Conference (ICDC) in Orlando on Friday, April 25 and return on Wednesday, April 30. Students or advisors may not attend only part of the conference, or provide their own travel. Please ask students to commit prior to the state conference whether or not they will attend the ICDC if they qualify. Chapter advisors with qualifying students must attend the ICDC registration session immediately after the State CDC awards session on Tuesday, March 18. The ICDC competitive events quota is included. Only students and their advisors who have qualified may attend the conference.

Approximate registration costs for the International DECA CDC are:

quad - \$651 triple - \$709
double - \$824 single - \$1145

This amount includes conference registration, air and ground transportation, 5 nights lodging, and state activities. State support for qualifying students will be deducted from the above amounts.

State Support to International CDC

Support from the state association is available to students from state supported chapters in the following events:

Individual Series - each student
International Marketing - one per team

Management Team Decision Making - each student
Marketing Research Events - one per team

Chapter Events - one per team
Technical Marketing - each student

Advertising Campaign - one per team

Fashion Merchandising - each student

Entrepreneurship Participating - each student

Entrepreneurship Written, International Business Plan, E-Commerce Business Plan - one per team.

Leadership Delegate - each student

State Officers - each student

Friends of DECA Diamond Awards

Nominations for the *Friends of DECA Award* and *Diamond Award* are due in this office by March 1. The nomination form is available on the website at:

<http://www.dese.state.mo.us/divvoced/mce/deca/Guide%207.htm>

Conference T-shirts

Every delegate, students and advisors, to the State CDC will receive a conference t-shirt. Please indicate the size on the chapter registration and rooming form. Shirts are available in small, medium, large, x-large, xx-large and xxx-large. Changes cannot be made to your order after you submit your registration.

PIZZA HUT - THE OFFICIAL CONFERENCE PIZZA PROVIDER

The Pizza Hut, located on Business Highway 54 in Lake Ozark (573/365-3738), will provide a special discount on pizzas ordered by DECA members during our State CDC. Discount coupons will be provided to all delegates in their registration materials. In order to receive the discount, the individual placing the order must specify that it is a DECA order and must present the coupon upon delivery. This discount is not applicable for District Pizza Party orders, as those orders are already discounted.

NON-SMOKING

No smoking is allowed at the Missouri State Career Development Conference. Smoking is a violation of item 8 on the Delegate Conduct Practices and Procedures.

Advisor health contact information

Enclosed is a health contact information form. If you wish, you may submit this to the state office so that we will have immediately available information on whom to contact should an emergency arise at any Missouri DECA state sponsored conference. Completion and submission of the form is voluntary.



Accommodation

In compliance with the Americans with Disabilities Act, Missouri DECA will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call (573) 751-4367 with your requests before March 8.

Included with this newsletter:

- conference agenda
- district to state CDC quota
- state to International CDC quota
- registration/rooming form
- registration summary form
- competitive event list
- comprehensive consent form
- statement of assurance form
- agreement to supervise form
- list of state supported chapters
- advisor health contact form

Chapter Registration Summary State DECA CDC

This summary form, the Chapter Registration and Rooming Form, and check or purchase **order must be submitted to your DECA District Competitive Events Director** by the deadline established by each district.

No cash or student checks will be accepted.

Your district will not be able to check in at the State CDC until every chapter in the district is present and has completed all registration requirements with the District Competitive Events Director.

School: _____

_____ State Officers, State Officer Advisors, Leadership Academy Directors	@	\$0 = _____
_____ Students, Supported	@	\$132 = _____
_____ Student, Non-supported	@	\$171 = _____
_____ Adults, single	@	\$297 = _____
_____ Adults, double	@	\$213 = _____
_____ Total Number students and adults		

Total Amount Due \$ _____

☐ Check Enclosed

☐ Purchase Order or requisition with administrator signature

All registration materials, including a copy of this form, go to the District Competitive Events Director.

Send payment to: Missouri DECA
P.O. Box 480
Jefferson City, MO 65102-0480

**DECA CHAPTER REGISTRATION and ROOMING
STATE CDC**

School: _____ State Supported ☐ Yes ☐ No page ____ of ____

This form is for registering students and assigning them to rooms. Be sure to include all adults on this list.

	First Name	Last Name	M/F	Event Abbrev.	Roster Line Number	T-Shirt Size
Room 1						

Room 2

Room 3

Room 4

STATE DECA CDC AGENDA

Sunday, March 16, 2003

3:00 pm	Registration -- times assigned by district
5:00 pm	State Officers' Meeting
5:30 -7:00 pm	Buffet Dinner
7:30 pm	Opening Session
9:00 pm	Dance
9:30 pm	Advisors' Meeting
10:45 pm	District Meetings
11:30 pm	Curfew

Monday, March 17, 2003

8:00 am	Event Managers Meeting Individual Series Events
8:30 am	Event Managers Meeting Team Events
8:30 am	Individual Series Event Coordinators Meeting
8:30 am	Leadership Delegates Academy
10:00 am	Judges Reception
9:30 am	Testing for Events
9:30 am	Event Managers Meeting Chapter and Marketing Research Events
10:30 am	Team and Project Events Begin
11:00 am	Movie
12:00 noon	Luncheon
2:00 pm	Cruise I (Sign Up at Hospitality Desk)
2:00 pm	Movie
3:00 pm	Event Debriefing
4:00 pm	Written Events Exhibit
4:30 pm	Cruise II (Sign Up at Hospitality Desk)
5:30 pm	Dinner Buffet
7:00 pm	Advisors' Meeting
8:00 pm	Ricky Kalmon, Hypnotist
9:00 pm	Dance
10:45 pm	District Meetings
11:30 pm	Curfew

Tuesday, March 18, 2003

8:00 am	District Meetings
9:00 am	Grand Awards Session
10:30 am	Awards Brunch (Meal Ticket Required)
11:00 am	Advisors' Meeting for International CDC



2002-2003 MISSOURI DECA COMPETITIVE EVENTS LIST

Individual Series Events

AAAL	Apparel and Accessories Marketing--Associate Level
AAML	Apparel and Accessories Marketing--Management Level
FMAL	Food Marketing Series--Associate Level
FMML	Food Marketing Series--Management Level
MMS	Marketing Management Series
RMAL	Retail Merchandising Series--Associate Level
RMML	Retail Merchandising Series--Management Level
QSRM	Quick Serve Restaurant Management Series
FSRM	Full Service Restaurant Management Series
BSM	Business Services Marketing Series
VPM	Vehicles and Petroleum Marketing Series

Management Team Decision Making Pilot Events

FMDM	Financial Services Management Team Decision Making Pilot Event
HMDM	Hospitality Services Management Team Decision Making Pilot Event
TMDM	Travel and Tourism Marketing Management Team Decision Making Pilot Event
SMDM	Sports, Entertainment and Recreation Management Team Decision Making Pilot Event
EMDM	E-Commerce Marketing Team Decision Making Event

Marketing Research Events

BFR	Business or Financial Services Marketing Research Event
FMR	Food Marketing Research Event
GKR	General Marketing Research Event
HRR	Hospitality and Recreation Marketing Research Event
RMR	Retail Marketing Research Event

Chapter Team Events

CCP	Civic Consciousness Project
CMP	Creative Marketing Project
FEE	Free Enterprise Project
LEP	Learn and Earn Project
PRP	Public Relations Project

Business Management and Entrepreneurship Events

ENP	Entrepreneurship Participating Event (Creating an Independent or Franchising Business)
ENW	Entrepreneurship Written Event
IBP	International Business Plan Event
EBP	E-Commerce Business Plan Pilot Event

Marketing Representative Events

ADC	Advertising Campaign Event
FMP	Fashion Merchandising Promotion Plan Event
TME	Technical Sales Event

Special Events

LEAD	Leadership Delegates
	7UP Challenge
VB	Virtual Business Challenge

State Events

CHP	Chapter Awards
RCHP	Rookie Chapter Awards

District to State Competitive Events Quota 2002-2003

[illegible]

STATE TO INTERNATIONAL CDC
Quota
2002-2003

Individual Series(11)	6
Management Team Decision Making (5)	5
Marketing Research(5)	4
Chapter Team(5)	4
Business Ownership and Entrepreneurship(4)	4
Marketing Representatives(3)	4
Leadership Delegate	24
Gold Level Chapter Activities	All
State Officers	All (voting delegates 18)

AGREEMENT TO SUPERVISE STUDENTS FROM OTHER SCHOOLS

Activity: State DECA Career Development Conference
Date: March 16 – 18, 2003
Location: Lake Ozark, MO Lodge of Four Seasons

This letter is to verify that I have agreed to supervise the following students from the school listed, at the above conference. I understand that I will be responsible for their compliance with the guidelines of the "DELEGATE CONDUCT CODE" as established by the Missouri Association of DECA. Any violation of the conduct code will subject my entire delegation to possible conference expulsion and/or probationary status.

School _____
District _____

Student Name	Gender
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Principal of Students Signature

Students' Advisor Signature

Supervising Advisor Signature

School

Principal of Supervising Advisor Signature

Date

Please sign and return this form with your registration materials. You must have the Student Consent Form for each student you are supervising in your possession at the conference.

**Missouri DECA
Comprehensive Consent Form**

The Missouri Association of DECA requires each delegate attending a state association approved conference to read and complete this form and return it to the Chapter Advisor as partial completion of the registration requirements. Completion and signing of this form indicate that the DECA member, DECA member's parent or guardian, school administrator, and chapter advisor have read this form and approve its contents. Consent and approval indicated by the signing parties are applicable to the following Missouri DECA activities:

**State DECA Career Development Conference, Lake Ozark, March 16-18, 2003
International DECA Career Development Conference, Orlando, FL, April 25-30, 2003**

TRAVEL CONSENT

I hereby give my son ☐ daughter ☐,
_____ permission to
participate in the Missouri DECA Activities listed above.

MEDICAL CONSENT (Please Type or Print)

I, _____,
(NAME OF PARENT GUARDIAN) (RELATIONSHIP TO MEMBER)

of _____,
(NAME OF MEMBER) (AGE) (SOCIAL SECURITY NO.)

of _____
(COMPLETE HOME ADDRESS, INCLUDING ZIP CODE)

Phone _____, hereby authorize in advance any necessary medical treatment required by
_____ while he/she is absent from home while participating in any of the activities
listed above.

Health Insurance Co. Name: _____ Group No.: _____

_____ Policy No.: _____

(BILLING ADDRESS)

(PHONE NUMBER)

Family Physician's Name: _____ Phone: _____

Address:

(ZIP) (STREET) (CITY) (STATE)

Allergic to: _____
(LIST ALL MEDICATIONS)

Delegate Conduct Practices and Procedures

1. The term "delegate" shall mean any DECA member, including advisors, attending Missouri DECA approved activities.
2. There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms or building must be paid for the individual or chapter responsible.
3. Delegates shall keep their adult advisors informed of their activities and whereabouts at all times.
4. Delegates should be prompt and prepared for all activities.
5. Delegates should be financially prepared for all possibilities.
6. Dates shall be permitted to authorized activities only and between delegates only.
7. No alcoholic beverages or narcotics in any form shall be possessed by delegates at any time, under any circumstances.
8. No smoking will be permitted.
9. No delegates shall leave the conference site (except for authorized activities) unless permission has been received from the Chapter Advisor.
10. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc. for which they are registered unless engaged in some specific assignment taking place at the same time.
11. Identification badges will be worn at all times.
12. Appropriate dress of businesslike attire is expected. DECA blazers are proper for any conference activity.
13. Chapters will be responsible for delegates' conduct.
14. No boys in girls' rooms, no girls in boys' rooms without the door wide open and permission of chapter advisor or chaperon.
15. Students are not allowed to drive to any State, Regional or International DECA event. All delegates to these conferences are expected to travel as a delegation, attend the entire conference and complete all conference activities.
16. Delegates violating or ignoring any of the conduct rules will subject their entire delegation to being unseated and their candidates or competitive events participants being disqualified. Individual delegates may be sent home immediately at their own expense. Curfew will be enforced. Curfew means delegates will be in assigned rooms.
17. Delegates shall not engage in any lewd, indecent, sexual, or obscene act or expression. Delegates shall not engage in verbal, physical, or sexual harassment, hazing, or name-calling. The use of slurs against any person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited.

I approve the student named on side one to attend and travel to the Career Development Conference and other listed activities of DECA. I realize that violation of any rules can result in the immediate return of the student, at his or her own expense, to his/her home community. It is the responsibility of the parent/guardian to meet the delegate at the airport, bus terminal, etc., should it be necessary to send the delegate home. Furthermore, I have read and fully understand the Missouri DECA Delegate Conduct Practices and Procedures and agree to comply with these conduct guidelines. I am aware of the consequences that will result from violation of any of the above guidelines.

(Date) (Parent or Guardian Signature)

(Date) (DECA Member Signature)

(Date) (Chapter Advisor Signature)

(Date) (School Official Signature)

(SIGNATURES REQUIRED)

DECA ADVISOR HEALTH CONTACT INFORMATION

NAME _____

SSN: _____ - _____ - _____
(Optional)

(COMPLETE HOME ADDRESS, INCLUDING ZIP CODE)

In Case of emergency, contact: _____

relationship _____

Phone _____

Health Insurance Co. Name: _____ Group #: _____

(Billing Address) (Phone Number) Policy #: _____

Family Physician's Name: _____ Phone: _____

Physician's Address:

(STREET) (CITY) (STATE) (ZIP)

Allergic to:

(LIST ALL MEDICATIONS)

Additional Information:

DECA Advisors may voluntarily submit any or all of the above information to the address below. This information will only be used should the need arise at a Missouri DECA sponsored conference.

Missouri DECA State Advisor
P.O. Box 480
Jefferson City, MO 65102

Please Type/Print

School_____

Received_____

Advisor_____

Missouri DECA Statement of Assurance

I, _____, have properly completed and signed Missouri DECA
Advisor's Name

Comprehensive Consent Form on file for each student attending the Missouri DECA activities. By signing below, I am also indicating that I will have the Missouri DECA Comprehensive Consent Form in my possession for the duration of all DECA activities, including travel to and from these activities. I also understand the following:

1. Missouri DECA will not collect the Comprehensive Consent Form prior to or at Missouri DECA activities.
2. The Missouri DECA Comprehensive Consent Form, when properly and totally completed, provides the best protection for my student's medical needs and my liability during these activities.

I have read the above and hereby offer assurance that I understand and agree to comply with the policies stated as indicated by my signature appearing below.

Date

Chapter Advisor Signature

School Official Signature

**PLEASE RETURN THIS FORM TO THE STATE ADVISOR PRIOR TO ATTENDING
YOUR FIRST STATE ACTIVITY.**